

**Privacy Impact Assessment**  
Privacy Act System of Records Notice  
S600.30, Safety, Health, Injury, and Accident Records

1. Department of Defense Component: Defense Logistics Agency.
2. Name of IT System: Safety and Health Information Reporting System (SHIRS).
3. Budget System Identification Number (SNAP-IT Initiative Number): 0279.
4. System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)): 4277.
5. IT Investment (OMB Circular A-1 1) Unique Identifier: N/A.
6. Privacy System of Records Notice Identifier: S600.30, entitled "Safety, Health, Injury, and Accident Records."
7. OMB Information Collection Number and Expiration Date: N/A.
8. Authority: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 29 U.S.C. 651 et seq., The Occupational Safety and Health Act of 1970 (OSHA); E.O. 12196, Occupational Safety and Health Programs for Federal Employees; 29 CFR 1960, Subpart I, Record keeping and Reporting Requirements for Federal Occupational Safety and Health Programs; DoD Instruction 6055.1, DoD Safety and Occupational Health (SOH) Program; and E.O. 9397 (SSN).
9. Brief Summary: Information is collected and maintained for the purpose of administering emergency first aid or medical treatment; to identify and correct causes of accidents; to formulate improved accident prevention programs; to document emergency fire and rescue activities; to comply with regulatory reporting requirements; to identify individuals involved in repeated accidents; and to prepare statistical reports.
10. Identifiable Information to be Collected and Nature and Source: Biographical information is collected on DLA Form 1591, "Supervisory Mishap Report." Information includes employee's name, Social Security Number or Foreign National Number, gender, age, date of birth, home address and telephone numbers, place of employment, accident reports, next of kin data, names of witnesses and their statements, photographs, and proposed or actual corrective action, where appropriate, and the name of physician/health care professional providing treatment, company providing medical treatment, and the address of the medical provider. The records may also contain medical history data, current medications, allergies, vital signs and other medical details obtained at the site of injury or illness, details of treatment administered on the scene, name of receiving medical facility, names of units responding to the scene along with their response times, and whether the patient refused treatment or transport.
11. Method of information collection: Information is collected on the paper DLA Form 1591, Supervisory Mishap Report.
12. Purpose of the collection: Information is maintained to administer emergency first aid or medical treatment; to identify and correct causes of accidents; to formulate improved accident prevention programs; to document emergency fire and rescue activities; to comply with regulatory reporting requirements; to identify individuals involved in repeated accidents; and to prepare statistical reports.

13. Data Uses: Data is used to meet regulatory requirements to collect mishap data; to maintain Occupational Safety and Health Program (OSHA) logs and to produce such logs upon OSHA request; and to maintain summary logs for annual posting at each DLA facility.

14. Does system create new data about individuals through aggregation? N/A.

15. Internal and External Sharing:

Internal to DLA: Information is used internally within DLA to administer emergency first aid or medical treatment; to identify and correct causes of accidents; to formulate improved accident prevention programs; to document emergency fire and rescue activities; to comply with regulatory reporting requirements; to identify individuals involved in repeated accidents; and to prepare statistical reports.

External to DLA: Information from this system of records is disclosed to the Department of Labor to comply with the requirement to report Federal civilian employee on-the-job accidents (29 CFR part 1960), and to hospitals, medical centers, medical or dental practitioners, or similar persons for the purpose of providing initial or follow-up care or treatment. Data may also be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

16. Opportunities to object to the collection or to consent to the specific uses and how consent is granted: Before information is collected on DLA Form 1591, Supervisory Mishap Report, the individual is provided / read the Privacy Act Statement, as required by 5 U.S.C. 552a(e)(3), allowing an individual to make an informed decision about providing the data. The Statement advises that participation is voluntary; however, failure to provide the requested data may prohibit DLA from complying with reporting requirements and correcting workplace hazards.

17. Information Provided the Individual at Collection, the Format, and the Means of Delivery:

-- A Privacy Act system notice was published in the Federal Register with a 30 day public comment period. Forms that collect personal data will contain a Privacy Act Statement, as required by 5 U.S.C. 552a(e)(3), allowing the individual to make an informed decision about providing the data or participating in the program. Individuals may raise an objection with the HQ DLA Privacy Act office during the comment period, during data collection, or at any time after the program is launched. If no objections are received, consent is presumed.

-- DLA Code of Fair Information Principles, which govern all Privacy Act data collections, are published on the HQ DLA Home page. While not provided at the collection point, the Principles are contained in DLA Privacy Act training module "Privacy Act 101" -- mandatory training for all DLA employees, military members, and contractors. The DLA workforce is required to be aware of the Principles to fulfill their duties in handling third party personal data and in learning their Privacy Act rights.

18. Data Controls: Administrative, physical and technical safeguards employed by the DLA Environment, Safety, and Occupational Health Office are commensurate with the sensitivity of personal data to ensure preservation of integrity and to preclude unauthorized use/disclosure. Access is limited to those individuals who require the records in the performance of their official duties. Access is further restricted by the use of passwords which are changed periodically. Physical entry is restricted by the use of locks, guards, and administrative procedures.

19. Privacy Act Interface. The system is covered by the Privacy Act System of Records notice, S600.30, Safety, Health, Injury, and Accident Records.

20. Potential privacy risks regarding the collection, use, and sharing of the information, dangers in providing notices or opportunities to object/consent or to providing notices to the individual; risks posed by the adopted security measures:

Threats: Threats to the collection, use, and sharing of data are alleviated by collecting and maintaining the data in a secure and accredited system. All system users are made aware of restrictions on secondary uses of the data by initial and refresher Privacy Act and Information Assurance training. In addition, data sharing occurs only among individuals authorized access to the system of records as stated in the governing Privacy Act system notice.

Dangers: There are no dangers in providing notice of the collection or allowing an individual to object/consent. Therefore, individuals are given this opportunity at times of notice publication and data collection via a Privacy Act Statement. Individuals are free to raise objections if new threats are perceived.

Risks: The security risks associated with maintaining data in an electronic environment have been mitigated through administrative, technical, and physical safeguards described in this document. The safeguards in place are commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of the data.

21. Classification and Publication of Privacy Impact Assessment:

Classification: Unclassified.

Publication: This document will be published either in full or in summary form on the DLA public website, [http://www.dla.mil/public\\_info/efoia/privacy.asp](http://www.dla.mil/public_info/efoia/privacy.asp).

**Data Owner:**

Name: Jan Reisman (Signature)  
Title: Staff Director, Environment, Safety, and Occupational Health  
Work Phone Number: [REDACTED]  
Email: [REDACTED]

8 Aug 06  
(Date)

**Information Assurance Officer:**

Name: [REDACTED] (Signature)  
Title: Information Assurance Manager  
Work Phone Number: [REDACTED]  
Email: [REDACTED]

22 August 2006  
(Date)

**Privacy Officer:**

Name: Lewis Oleinick  
Title: Acting Team Leader, FOIA/Privacy Act Office  
Work Phone Number: [REDACTED]  
Email: [REDACTED]

11 Aug 2006  
(Date)

**DLA Privacy Technology Advisor:**

Name: Lewis Oleinick  
Title: DLA Privacy Technology Advisor  
Work Phone Number: [REDACTED]  
Email: [REDACTED]

(Signature) 11 Aug 2006  
(Date)

**Reviewing Official:**

Name: Mae De Vincentis (Signature)  
Title: DLA Chief Information Officer  
Work Phone Number: [REDACTED]  
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7 Sep 2006  
(Date)